

CHAPTER 10 – ADULT PROGRAMS

ARTICLE 9 — VOLUNTEERS

Revised February 19, 2009

101090.1 Policy

The Department shall maximize the interaction of varied cultural and socioeconomic members of the community through their use as volunteers.

101090.2 Purpose

This Article establishes objectives, standards, and operational procedures for the participation of volunteers.

101090.3 Definition

Volunteers are persons who provide a service to the Department without expectation of remuneration.

Volunteers who provide services on an ongoing basis are called long-term volunteers. Services provided by long-term volunteers are performed under supervision and are subject to performance requirements.

Persons who voluntarily perform a service for the Department on a temporary basis, such as to volunteer their talents for an entertainment show or participate in an athletic event, are called short-term volunteers.

101090.4 Objectives

The objectives of the volunteer program are:

- To increase participation in correctional programming.
- To actively encourage inmate/parolee interest and participation in available programs.
- To contribute toward the public's accurate knowledge of the Department's operations.
- To provide a needed interchange between the community and the Department.

101090.5 Responsibility

Hiring Authority

Wardens and RPAs (hiring authority) administer volunteer programs consistent with this policy. The hiring authority:

- Provides appropriate and sufficient numbers of employees for the effective development, coordination, and supervision of volunteer activities and programs.
- Delegates overall responsibility for the Volunteer Program as follows:
 - Institutions: to the CRM or other designated manager.
 - DAPO: to the RPA, or designee.
 - Headquarters: to the Director, DCP, or designee.
 - Recruits new volunteers and develops volunteer/community programs in accordance with identified and prioritized needs of the location.
- Coordinates the screening of prospective volunteers.
- Obtains CI&I SSCH.
- Ensures that no security risks exist.
- Accepts verification of certificates or licenses if professional services are offered.

- Requests the issuance of identification cards for citizen volunteers as authorized by the local institution.
- Ensures that all CDCR Volunteer Identification Cards (VICs) are maintained at the institution's main entrance. Volunteers will be issued a VIC in exchange for their personal identification card when attempting to access their assigned locations. All volunteers will be processed into the institution in accordance with the institution's procedures. Volunteers are required to check in/out of this area, regardless of work assignment locations. Upon exiting the institution, volunteers will surrender the VIC in exchange for their personal identification card.
- Ensures that the Correctional Captain or Watch Commander maintains an index card file and roster identifying all volunteers, their hours of participation, duties, and area of work.
- Ensures that the Human Resources Office maintains a personnel file to include record of training, duty statement, emergency notification, TB clearance, and other prescribed information on all volunteers issued a CDCR identification card.
- Develops policy governing job descriptions, recruitment, screening, training responsibility, and the use and supervision of volunteers in conjunction with division heads, IST, managers, and sponsors.
- Evaluates the use of volunteers and the volunteer program on a regular basis to ensure:
 - Volunteer efforts complement the activities of staff.
 - Selected volunteers are physically, mentally, and emotionally able to provide the desired service.
 - Compliance with this Article.
 - That all volunteers receive an orientation of the Department and their assigned location.
 - That incoming inmates and parolees returned to custody are encouraged to participate in the development of volunteer/community programs and are informed of these activities during their initial orientation.
- Posts in conspicuous and accessible areas a current schedule of volunteer services, where available, and a contact person. This information shall be updated at least every six months and as changes occur.

Institution/ Division Heads/PAs

- Directly solicit citizen volunteers and community programs to meet needs, coordinating such activity in an institution with the CRM or designated manager.
- Participate in screening, interviews, orientation, evaluation, and approval of volunteers when requested.

Community Resources Manager

Under the direction of the hiring authority, the CRM shall:

- Provide volunteers with the approved Volunteer Orientation Guide. These guides can be obtained from the Headquarters CRM Administrator.
- Review and approve the use of volunteers or outside resources in any local program when consistent with the goals and objectives of CDCR.
- Supervise the recruitment and training of volunteers.
- Review and approve/deny the CI&I via the CLETS and Automated Visitor Information System (AVIS) clearance for each volunteer.

- Maintain procedures and measures to facilitate the safety and security of volunteers.
- Verify certificates or licenses if professional services are offered.
- Request by memorandum the issuance of CDCR volunteer identification cards.
- Maintain an index card file or roster database identifying each volunteer, including:
 - Job description.
 - Scheduled work hours.
 - Telephone number.
 - Designated assigned area.
- Identify the community program volunteer coordinator who will work with the CRM and staff supervisor/sponsor to implement the institution community program.
- Monitor annual evaluation of volunteers and the volunteer programs on a regular basis to ensure:
 - Volunteer efforts complement the institution need, inmate activities, and activities of staff.
 - Selected volunteers are physically, mentally, and emotionally able to provide the desired service.
- Post information regarding volunteer/community programs in conspicuous and accessible areas. This information shall include a current schedule of volunteer services, where available, and a contact person. This information shall be updated when changes occur.
- Submit a quarterly report to the Director, DCP, which includes:
 - Number of volunteers.
 - Number of inmates participating.
 - Number of hours of volunteer activity.
 - Summary of continuous, new, and discontinued programs and special events.
 - Evaluation of special events.
 - Summary of community contacts.
 - Review of procedural/administrative difficulties.
- Notify the Headquarters CRM Administrator in writing within 24 hours of the decision to deny access or termination of a volunteer's services.
- Notify the volunteer in writing within 72 hours of the decision to deny access or termination of their volunteer services.
- Collect VICs when volunteer service agreement has expired or upon termination of volunteer's services.

Headquarters CRM Administrators

Headquarters CRM Administrators shall:

- Identify program areas where volunteers and community resources are needed.
- Approve in advance volunteer duty statements or community program agreements operating within headquarters program area.
- Ensure the number of volunteers and volunteer hours are reported monthly to the DCP.

Human Resources Office

- Arranges for fingerprints and photographs.
- Maintains personnel file for volunteers who receive identification cards.

Local Training Officer

- Provides a minimum of four hours orientation and training to include staff/inmate relations, emergency procedures, IPA, and a tour.
- Infrequent volunteers may be oriented by their supervisor/sponsor with the approval of the CRM/RPA.

Supervisor/ Sponsor

- Develops all volunteer duty statements within their program area.
- Determines the specific services the volunteer is to provide and communicates this information to the volunteer.
- Takes action as necessary to ensure that volunteers understand their duties and responsibilities.
- Coordinates or conducts any necessary training so that the volunteer is familiar with CCR and is able to fulfill the requirements of the position.
- Notifies the volunteer of any changes in rules/procedures or in their duties/responsibilities.
- Reviews with the volunteer the Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates, CDC Form 181, ensures understanding of the material, and answers any questions.
- Supervises all volunteers in the supervisor's program area on a day-to-day basis.
- Maintains attendance records on each volunteer using state time reporting forms showing the number of hours and days worked each month.
- Reports the number of hours and days worked each month to the CRM.
- Records on the timekeeping form the number of inmates participating in each volunteer activity which involves a direct service to inmates.
- Ensures that the volunteer has an approved volunteer identification card or gate clearance. Renews these items when necessary and retains them upon expiration.
- Encourages volunteers to participate in IST programs and staff meetings.

Volunteer

- Performs the agreed upon service adequately, carefully, and diligently without the expectation of pay or allowances.
- Asks supervisors to explain duties.
- Seeks clarification of unclear items.
- Agrees in writing to abide by Department rules and regulations, including those pertaining to employee conduct (CCR § 3391-3416 et. al.).
- Completes satisfactorily:
 - Screening requirements.
 - Required forms/photograph/fingerprinting.
 - Orientation.
 - Verification of possession of credentials/licenses if a professional service is offered.
 - Annual evaluation.
- Reports to a higher level supervisor any information which may affect the safety and welfare of volunteers, employees, inmates/parolees, the program, or the community.

01090.6 Appointment Standards

Approval for a volunteer position or a new community program shall be based on:

- Need of service offered.
- Qualifications of individuals offering service.
- Background clearance of individuals participating.
- Time and frequency of service offered.
- Space and employees needed for proper supervision.

New Position Approval

New volunteer positions or programs require the review and approval of the hiring authority before implementation.

Initiating Requests

Requests for volunteer positions are initiated as follows:

- Citizens shall submit a letter to the hiring authority; or,
- Sponsors shall submit a volunteer duty statement or Volunteer Service Agreement, CDCR Form 966, to the appropriate authority:
 - Institution program head; or,
 - PA; or
 - Director, DCP.

Requirements of Sponsors

Primary group sponsors shall be full-time employees. Citizen volunteers may be used as co-sponsors under the supervision of full-time employees.

Retired departmental staff may be used if they achieved retirement under medical or longevity conditions. Other departmental retirees shall be reviewed and approved by the hiring authority prior to acceptance.

Upon approval of the position and selection of a potential volunteer, the sponsor shall escort the individual to the Human Resources Office for completion of required documents and initiation of the screening process.

101090.6.1 Screening

The same general practices, methods, and procedures used to select employees shall be used in screening volunteers.

- Basic educational background and work experience information shall be obtained.
- An interview shall be conducted.
- Credentials/certificate status of volunteers performing professional services shall be verified.
 - Tutoring or sponsorship of a craft or hobby program is not considered a professional service.

101090.6.1.1 Relatives and Visitors

Inmate relatives [as defined in CCR 3174(a)] and inmate visitors shall not be considered nor allowed to become volunteers.

101090.6.2 Volunteer Files

A file similar to the official employee personnel file shall be maintained on each volunteer. At a minimum, the file shall include the following forms:

- CDC Form 181, Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates.
- CDC Form 894, Emergency Notification Information.
- CDCR Form 966, Volunteer Service Agreement.
- CDCR Form 1049, Certification of Volunteer Participation.
- STD Form 261, Authorization to Use Privately Owned Vehicles on State Business.
- STD Form 610-HQ, Health Questionnaire.
- STD Form 689, Oath of Allegiance.
- Statement acknowledging receipt of a copy of the CCRs and the IPA.

A separate record of each volunteer's name, address, and telephone number shall be kept in one of the following:

- Index card file.
- Register.

Unless litigation is pending, these records shall be destroyed as follows:

Index Card

Six months after the last date on which a service was provided by the volunteer.

Register Page

Six months after the last date on which a service was provided by any volunteer whose name appears on the page.

101090.6.3 Security Clearance

Prior to appointment, each volunteer shall satisfactorily complete the following security clearance procedures.

- Volunteers issued identification cards:
 - A CI&I check shall be processed.
 - Fingerprints shall be taken and processed through State DOJ if it is determined by the Investigative Captain to be necessary for a security clearance.
- Volunteers issued gate clearances only:
 - A CI&I clearance by CLETS shall be processed. Fingerprints shall not be required under normal circumstances.

Security clearance shall be renewed on an annual basis.

Ex-Felons

Wardens may approve ex-felons to serve as volunteers. Programs can often be enriched by the contributions of ex-felons who share their experiences and personal progress.

In addition to the guidelines for training and background investigations, the following steps must be completed before an ex-felon may be approved to serve as a volunteer:

- Documented period of at least three years of crime-free conduct after release or a favorable report upon completion of probation or parole.
- Documentation of current employment or academic status.
- Evidence of discharge from parole and resume.
- Ensure the ex-felon has no family or person with whom the volunteer has had either a personal or business relationship within the institution.
- Ex-felon volunteers shall disclose to the institution head, in writing, if they become aware

that a relative or person with whom they have, or have had, a personal or business relationship, has been transferred or committed to the institution where they volunteer. This written disclosure must be provided to the institution head prior to the volunteer returning to the institution. The institution head shall be given sufficient time (at least 30 days) to investigate the nature of the relationship of the ex-felon volunteer with the inmate in order to determine if the ex-felon should be allowed to continue volunteer services at the institution or if restrictions should be placed on the volunteer's access to inmates.

Ex-felons must not be granted waivers from any training or investigative requirements, nor are they to be admitted to Special Housing Units, i.e. Administrative Segregation, Security Housing, Protective Housing etc. Ex-felons shall not be granted waivers for unescorted status, passes, or volunteer identification cards.

Volunteers who are ex-felons shall additionally be required to have the written approval of the Warden prior to admittance for participation in activities or programs.

- If the volunteer is on parole or probation, the written approval of both the caseworker and the hiring authority is required.
- Ex-felons shall not, without the Director's written approval, be assigned to areas which enable them to access any employee records or inmate personal or medical information.

Identification Cards

Volunteers shall be issued identification cards for approved ongoing volunteer activities which will occur on a frequent long-term basis, a minimum of six months, with a frequency of more than one visit per month.

- Those who are involved with only one institution shall be issued a card by the specific Warden.
- Those who are involved with more than one institution and/or function shall be issued cards signed by the Director, DAI.

In institutions, gate clearances issued for each visit are used for individuals or groups providing occasional volunteer services, such as outside ball teams, visiting religious groups, and entertainment groups. (See DOM 31070, Personnel Identification Cards.)

Institutions - Gate Clearance

Gate clearance for outside guests shall be approved by the hiring authority or designee.

- The entrance gate officer shall be provided with a written gate clearance for outside guests.
- All outside guests shall have an identification document with a photograph, (i.e., valid driver's license; DMV identification card; or other official, valid, positive identification).
- Guests may be issued a temporary gate pass. They shall be processed through the metal detector and allowed to proceed to their destination with an escort.
- The senior manager on duty (e.g., watch commander, 3rd watch) may suspend prior approval with good cause (e.g., failure to adhere to Department rules/regulations). In such cases, a report explaining the reasons shall be routed to the hiring authority with a copy to the CRM or designated manager.
- An approved volunteer under the age of eighteen years shall be accompanied by CDCR staff and the minor's parent(s)/guardian(s) at all times while inside the institution. The CDCR Form 1887, Parent Consent for Participation, shall be signed by a parent or guardian and notarized. It must be on file prior to participation.

The gate clearance for all volunteers should specify the following:

- Services the volunteer will provide.
- Area(s) of access.
- Assigned work location.
- Days and hours of assignment.
- Escort / No Escort.
- Authorization, if any, to access institution keys.

101090.7 Volunteer Orientation

Orientation shall be completed prior to assignment as a volunteer.

- Volunteers shall attend the existing orientation offered at the assigned location.

At a minimum, orientation shall consist of:

History

- History and policies of the Department and the assigned location.
- Notification of the provisions of the worker's compensation fund.

Programs

- Overview of the existing programs so that volunteers may develop a sense of their role in relation to other programs, including the work incentive program.

Duties

- Description of the volunteer's duties, lines of communication, supervision, and accountability.
- Public safety shall take precedence over all other considerations in the operation of the programs and activities of the Department.

Service Population

- Review, in general terms, of the needs, attitudes, and lifestyles of the inmate population.

Rules

- Notification that volunteers are subject to the rules and regulations established by the hiring authority and the Secretary.
 - Information on the pertinent rules affecting the security of the institution/parole office/unit and the safety of volunteers, employees, and inmates/parolees.

Confidential Information

- Explanation of the IPA provisions.
 - The confidentiality of records and other privileged information shall be maintained. (See Information Practices in Section 13030 of this manual). A copy of IPA shall be provided.
 - Inform volunteers they may be required to divulge information told in confidence by an inmate/parolee. Explain that only certain confidential relationships are legally recognized, i.e., patient/physician, lawyer/client, husband/wife. Therefore, it is possible that a volunteer may be compelled in a court of law to testify about relevant conversations with inmates/parolees.

101090.8 Volunteer Evaluation

The hiring authority shall evaluate their volunteer programs annually to ensure:

- The volunteer activity complements the activities of employees.
- Volunteers are mentally and emotionally capable of providing the desired service.
- Duties are performed in a satisfactory manner with appropriate staff to supervise.

- Activities are consistent with departmental goals and objectives.

The term of service by volunteers shall be contingent upon satisfactory evaluation by management.

101090.8.1 Volunteer Recognition

Supervisors of volunteers shall periodically recognize exemplary volunteer services and programs in the following ways:

- Submission of a request for a certificate of recognition signed by the Director.
- Preparation of a letter of appreciation for the hiring authority's signature.

Letters and justification for the recognition shall be submitted to the CRM, PA, or division head before submission to the hiring authority.

Wardens, RPAs, and division heads are encouraged to prepare press releases in coordination with the CRM for exemplary activities of a volunteer or volunteer program.

101090.9 Termination

The hiring authority may limit or discontinue activities of any volunteer or volunteer group which may impede the security and/or orderly operation of the institution/region.

Criteria

A volunteer or community program shall be terminated if:

- The activity threatens the order and/or security of the program or facility.
- The activity threatens the safety of the volunteer, employees, public, or inmates.
- There is low inmate attendance.
- It is not consistent with the mission and objectives of the institution or office.
- There is no appropriate staff supervisor available.
- Formal evaluation is unsatisfactory.
- The volunteer is physically unable to safely perform required duties.
- There is evidence of volunteer misconduct.

For the purpose of this Article, misconduct shall mean behavior of an improper or unacceptable nature including, but not limited to, the following:

- Acts of inappropriate familiarity with inmates, parolees, or the family and friends of inmates or parolees.
- Inexcusable neglect of specified duties.
- Willful act(s) of insubordination or disobedience.
- Willful and malicious act(s) of discourteous treatment toward other volunteers, employees, inmates, parolees, or members of the general public.
- Act(s) involving the misuse of state property.
- Threat(s) of retaliation against other volunteers, employees, inmates, parolees, or members of the general public.
- Reporting for duty to an institution, facility, or office while under the influence of an intoxicating drug or illegal substance.
- Participating in behavior either on or off duty that is of such a nature that it may cause discredit to CDCR or to the services being provided by volunteers under the volunteer service programs.

Volunteers or community group members shall receive written notification of their rejection or termination in an expeditious manner.

Volunteer Participation Certification

The CRM or PA shall provide a completed Certification of Volunteer Participation, CDCR Form 1049, with copy to file, to each volunteer annually or upon termination of participation.

101090.10 Volunteer Rights/ Privileges

Workers' Compensation

Volunteers are eligible for Workers' Compensation benefits as explained in Section 31020 of this manual. The same reporting procedures for injury or accident to an employee shall be used for volunteers.

Driving on State Business

Volunteers may drive a privately owned vehicle on state business providing an Authorization to Use Privately Owned Vehicles on State Business, STD Form 261, and Volunteer Service Agreement, CDCR Form 966, are completed and approved by duly authorized supervisory personnel. Rules, requirements, and regulations shall be explained in detail to the volunteer. (See DOM 22020, Travel.)

Appeal

Volunteers who wish to appeal a decision for termination of their position or program may write to the hiring authority.

101090.11 Advisory Committees

Advisory committees provide positive benefits to the Department in the following areas:

- Public information.
- Community relations.
- Parole placement.
- Development of trade and industrial training programs.

Consultants

Joint conferences of institutional and parole employees, other state agencies, and advisory committees shall be held periodically to promote understanding of the overall program.

Effectiveness Factors

The effectiveness of trade and parole advisory committees is enhanced by the following:

- Establishment of the committee as an affiliate of a larger community organization such as a service club or other established, reputable body.
- Membership in the advisory committees of an ideal cross-section of the community; i.e., ethnic groups, judiciary, clergy, law enforcement, business, labor unions, and community service groups.
- Tours of institutions/camps and committee attendance at pre-parole classes, parole board hearings, and other activities contingent upon Warden/RPA approval.
- Regular service of the membership account and demonstration of a personal interest in the activities of the group.
- RPAs' supervision and coordination of the planning and organization of committees in their regions.
- Understanding by employees of the purpose and goals of advisory groups so that better communication and public relations result.

101090.11.1 Trade Advisory Committees (TACs)

The Warden, where possible, shall establish TACs for vocational training programs in the area of vocational education, industries, maintenance, or food service. TACs shall be composed as closely as possible of an equal number of persons nominated by representatives of management and labor. Committee members shall be appointed by hiring authorities from recommendations submitted by the groups represented.

Functions

TACs shall provide:

- Consultation on space and equipment requirements, training procedure, and instructor qualifications and selection.
- Standards for inmate selection and training which are relevant to current methods and industry standards.
- Vocational guidance and evaluation of inmate trainees.
- Advice on employment opportunities upon release.
- A medium for better understanding between labor, private industry management, and the Department.

Organization

TACs shall be organized on the basis of one of the following:

- A master committee representing all vocational training areas within the institution with subcommittees for each trade or occupation.
- Individual TACs for each trade or occupation within the institution.

Institutional Coordinator

Each Warden shall nominate, for the approval of the Secretary, an institutional employee who shall:

- Obtain CI&I SSCH.
- Coordinate the organization and programs of the TACs within that institution.
- Maintain and circulate minutes of meetings to all participants and appropriate departmental staff.
- Ensure compliance with the Department's Operations Manual.

This coordinator shall be assisted by employees representing education, plant operations, industries, and other institutional services.

101090.11.2 Parole Advisory Committees

RPAs and their subordinate employees are encouraged to establish parole advisory committees.

These committees develop community interest and promote community support for parolees and correctional programs.

Functions

Parole advisory committees shall provide:

- A counseling and advisory resource to the Parole Agent.
- Knowledge of the community to assist newly released parolees in securing jobs or residency as follows:
 - Acting as voluntary consultants on release employment opportunities.
 - Giving practical assistance, vocational guidance, and evaluation of parolees.

- Acting as consultants in vocational training of parolees.
- Interpreting parole to the community leadership.

101090.11.3 Citizens Advisory Committees

Functions

Each Warden shall establish a Citizens Advisory Committee which shall be used to:

- Improve the public's understanding of correctional programs.
- Influence correctional directions.
- Suggest means to improve and participate in inmate programming.

The role of the committees is to:

- Provide an important opportunity for the Department to gain the support of interested and concerned citizens. Wardens shall extend an invitation to committee members to acquaint themselves with the institution's facilities and programs.
- Voice their concerns and make suggestions for facility and program enhancements as well as to support the institution or facility and its programs.
- Play a key role in furthering the Department's mission. Wardens shall regularly attend meetings and shall feel free to share information with the committee on problems, progress, and resolutions.
- Encourage community service projects, open houses, public education efforts, and any other appropriate activities aimed at strengthening the institution's partnership with the community.

Composition

Each Warden shall appoint a 12 member Citizens Advisory Committee from a list of nominations submitted as follows:

- Two persons from nominations submitted by the Assembly Member in whose district the prison is located.
- Two persons from nominations submitted by the Senator in whose district the prison is located.
- Two persons from nominations submitted by the City Council of the city containing or nearest to the institution.
- Two persons from nominations submitted by the County Board of Supervisors of the county containing the institution.
- One person from nominations submitted by the Chief of Police of the city containing or nearest to the institution and the County Sheriff of the county containing the institution.
- Three persons selected by the Warden including one who is a victim of a crime or a representative of a victim's organization.

Selection

Nominators shall submit biographical data for each nominee.

The Department's EEO policies shall be considered in the selection of nominees.

Orientation

Appointed committee members shall complete an orientation which shall include:

- A meeting with the Warden.
- Inmate, employee and community safety procedures.
- A tour of the institution.

Committee Member Files

A file shall be maintained on each committee member which shall include:

- Oath of Allegiance.
- CDC Form 181, Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates
- Statement acknowledging receipt of a copy of the CCR and the IPA.

Operation

Each committee shall select a chairperson by majority vote who shall:

- Call meetings.
- Prepare meeting agendas.
- Preside over meetings.

Term of Members

The term of office of all members shall be two years. Members shall not serve more than two years unless nominated and re-appointed.

The Warden shall solicit a listing of five nominees from designated nominators 90 days prior to the expiration of any member's terms.

Committee member resignations shall be submitted in writing to the chairperson.

Vacancies

Vacancies may result from a member's death, written resignation or unexcused absence from three consecutive meetings. The Warden shall fill any vacancy upon receipt of written notification that a vacancy exists.

The Warden may fill a vacancy with a person selected from, but not limited to, the list of nominees originally submitted by nominators. Additional names may be requested from the nominators by the Warden.

Appointments to fill a vacancy shall be for the remainder of the unexpired term.

Meetings and Minutes

The committee shall meet at least once every two months or as necessary to carry out the purposes and duties of the committee.

The Warden shall meet with the committee at least four times per year. If the Warden is unable to attend, the Chief Deputy Warden shall attend. Attendance shall not be further delegated.

Committee meetings shall be open to the public. The date, time, and place of each meeting shall be published in a local newspaper at least one week prior to the meeting.

Meetings shall be held outside the prison security area. Meetings may be held in public buildings away from the institution. If held on institution property, the meeting shall be accessible to the public without compromising security.

Minutes of each committee meeting shall be kept and a copy forwarded to the Director, Division of Adult Institutions.

Visitation

Advisory committees shall have the power of visitation of prison facilities and personnel in furtherance of committee objectives except in situations where security would be jeopardized.

The Warden shall schedule all visits, and shall personally escort the visitor(s). Scheduled visit agenda shall be subject to change based upon institutional situations at the time of the visit.

Visits to other departmental facilities shall be authorized if, in the opinion of the chairperson and the Warden, such visiting will enhance the work of the committee.

Visits to other departmental facilities shall be only by advance arrangement between the affected Wardens.

The size of the visiting committee shall be determined by the committee itself and the Warden.

The head of the visited institution shall meet with the visiting committee delegation.

Travel Expenses

Travel expenses of the committee members shall be paid as authorized by DOM, Chapter 2, Article 11. Expenses shall be borne by the parent institutions.

101090.12 Revisions

The Director, Division of Community Partnerships, or designee shall ensure that the content of this Article is accurate and current.

101090.13 References

CCR (2) §§ 599 - 624

CCR (15) §§ 3260 - 3265, 3285, 3415.